

Charter Commission

Board/Commission

Division of County Government

Name: Lou Etta Burkins

Date of Birth: 11-11-64 Race African-Amer. M F X

Business Name: FedEx Express

Business Address: 3660 Hocks Cross Rd
Memphis, TN Zip: 38125 Phone 901-434-4345

E-mail leburk98@aol.com Fax 901-434-4090

Education: BS. Chemical Engineering and MBA, UTK 1988, 1992 respectively

Name of Spouse: N/A Number of Children - 0 -

Home Address: 7510 Morgan Tree LN
Memphis, TN Zip 38125 Phone 901-757-3728

Resident of Shelby County 10 years.

Have you ever been convicted of a felony? Yes No X

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Lou Etta Burkins

Signature

9/30/09

Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 National Black MBA Association
- 2 National Society of Black Engineers
- 3 Delta Sigma Theta Sorority, Inc.
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1	N/A	_____
2	↓	_____
3		_____
4		_____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: Lou Etta Burkins
(Print Name)

Signature: Lou Etta Burkins

Date: 9-30-09

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

N/A

2. DATE OF GRATUITY

N/A

3. NATURE AND PURPOSE OF THE GRATUITY

N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Louetta Burkins
Signature

9/30/09
Date

Louetta Burkins
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

LOU ETTA BURKINS

7510 MORGAN TREE LANE
MEMPHIS, TN, 38125

LEBURK98@AOL.COM

(901)757-3728 HOME
(901)674-7490 CELL

SUMMARY

Proven leader with over twenty years of project management and manufacturing operations expertise in the transportation and chemical industries. Expertise has been in the area of managing corporate projects, developing long-range plans, and improving productivity and reducing costs.

EDUCATION

MBA, Management and Marketing, University of Tennessee, Knoxville, TN, May 1992
BS, Chemical Engineering, University of Tennessee, Knoxville, TN, August 1988

WORK EXPERIENCE

FEDEx EXPRESS CORPORATION, MEMPHIS, TENNESSEE

Project Engineer-Global Trade Services (GTS)

2006 - present

Responsible for providing project management support and subject matter expertise on GTS Clearance-related projects and corporate initiatives.

- Serve as Project lead, subject matter expertise and manager for Renewal Operations corporate team
- Served as Project lead and manager for International Process Team of Purple Core
- Served as the GTS project manager for the Global Problem Resolution project
- Serve on the Global Clearance Procedures, CAGE and CARES teams in GTS
- Developed a project plan and proposal for GTS Shipment Acceptance Process for all International Regions
- Provided engineering support to reduce cage shipments and improve Net Service Levels in the US Region

Project Engineer-Global Customer Service-Worldwide Revenue Operations (WRO)

2004 - 2006

Responsible for providing engineering support to World Wide Revenue (WRO) base business as well as corporate initiatives.

- Utilized ARIS Enterprise software to do process mapping of the WRO base business
- Developed current and future state models of the WRO base business
- Developed work standards and metrics for hourly workers in WRO

Project Engineer-Field Engineer in Service Engineering, Delta District

2001 - 2004

Responsible for providing station operations support to improve productivity and reduce costs for Domestic Ground Operations. World Service Centers supported include OLVA, NQAA, MKLA, MRCA, and CRXA

- Managed Holiday Planning, Vehicles/Printers/Trackers' usage, System Form, URSA, Genesis, Plaid, Police and Long-range capital Planning efforts for the Delta District
- Served as Best Practice Engineer and conducted Station Audits throughout the Delta District
- Worked with AGFS and OLVA account managers to improve freight availability to Memphis Hub Operation
- Experienced with System Applications including Territories, Plaid at NQAA, Master Onroad Schedule, Gameboy, Bulk Model, FLM Model, ArcView and AM/PM sort operations modeling

Project Engineer-Regional Engineer in Service Engineering, Southern Region

1999 - 2001

Responsible for coordinating numerous initiatives in the Southern Region that pertain to improving productivity and reducing costs for Domestic Ground Operations.

- Served as a liaison between corporate support groups and the thirty-seven industrial engineers who support domestic ground station operations in seven states
- Managed asset allocation of vehicles, printers and supertrackers for the Southern Region
- Managed long-term capital planning projects and Holiday Planning efforts for the Southern Region

WORK EXPERIENCE CONT.

3M COMPANY, DECATUR, ALABAMA

Advanced Manufacturing Engineer

1997 - 1999

Responsible for the day-to-day process operations of batch reactions of fluoropolymer surfactants. Also responsible for solving process and mechanical problems, writing operating standards, and addressing environmental and safety issues.

MONSANTO COMPANY, DECATUR, ALABAMA

Process Engineer - Acrilan Technology Process Development

1992 - 1997

Responsible for pilot plant bench scale testing, plant start-ups and commercialization of new acrylic fiber products.

UNIVERSITY OF MEMPHIS, MEMPHIS, TENNESSEE

Adjunct Professor, Business Department

1999

Responsible for teaching part-time business classes such as Business Math, Statistics, and Operations Management.

CALHOUN COMMUNITY COLLEGE, HUNTSVILLE, ALABAMA

Adjunct Professor, Business Department

1997 - 1998

Responsible for teaching part-time business classes such as Business Math, Statistics, and Operations Management.

DOW CHEMICAL COMPANY, PLAQUEMINE, LOUISIANA

Project / Manufacturing Engineer - Chlorinated Polyethylene Plant (CPE)

1988 - 1990

Responsible for managing the day-to-day operation of the dryer area and small capital projects.

EASTMAN CHEMICAL COMPANY, KINGSPORT, TENNESSEE

Summer Intern - Strategic Planning

1991

Responsible for the development of a model using Lotus-3D to integrate the strategic business and human resources plans.

PROCTER AND GAMBLE COMPANY, CINCINNATI, OHIO AND JACKSON, TN

Co-op Student

1983 - 1988

Worked eight 3-month intervals in research, engineering and manufacturing organizations.

COMPUTER SKILLS AND TRAINING

Kepner Tregore Project Management • Basic and Advanced Project Management • Work Breakdown Structure • Hyperion Query • Microsoft Project • Microsoft Word, Excel and Powerpoint • Gameboy • ArcView • Territories • Plaid • Facility Location Modeling • Focus Programming • ISO 9002 Internal Auditor • HAZOP Facilitator • Basic and Advanced Statistical Process Control • Design of Experiments • Statistical Applications Systems (SAS) • Capital Project Management • Managerial Analytics • Situational Leadership • Conducting Effective Presentations

PROFESSIONAL AFFILIATIONS

Member, National Black MBA Association • Vice-President of Administration, Vice President of Operations, Leaders of Tomorrow Chair, National Black MBA Association Memphis Chapter • Member of Mid-South Chapter of National Society of Black Engineers • National Black MBA Student Case Competition Judge (2008, 2009)

COMMUNITY INVOLVEMENT AND AWARDS

Leadership Academy A10 Fellow • Memphis City Schools Connect Mentor • Disaster Assistance Team Member, Mid-South Chapter of American Red Cross • Vice Chairman and Board Member, Memphis Leadership Foundation • Member-at-Large, Delta Sigma Theta Sorority Inc. • FedEx United Way Departmental Chair • FedEx Special Olympics Volunteer • FedEx Express Bravo Zulu Awards (2000, 2001, 2004, 2007, 2008) • Memphis Women's Magazine 2006 Recipient of Fifty Women that Make a Difference Award • 3M Environmental and Safety Award (1998)

BIOGRAPHY



Lou Etta Burkins is a native of Memphis, Tennessee, where she was reared in the Orange Mound Community. She attended Memphis City Schools graduating Salutatorian of Melrose High School in 1983. She attended the prestigious Phillips Exeter Academy in Andover, Massachusetts in the summer of 1982. She is a graduate of the University of Tennessee, Knoxville, earning both a Bachelor of Science degree in Chemical Engineering and a MBA. She is also an honors graduate of Memphis Theological Seminary earning a Master of Arts in Religion and the Master of Divinity degrees.

Lou Etta is a Project Engineer for FedEx Express in Memphis, Tennessee. In this capacity she provides project management support for key corporate and IT-related initiatives for the International Planning and Engineering department. Prior to her tenure at FedEx Express, Lou worked ten years as a manufacturing and project engineer in the chemical industry for several Fortune 500 companies including 3M, Monsanto and Dow Chemical in the states of Louisiana, Ohio, Tennessee and Alabama. During her professional tenure, she has received numerous awards including FedEx's Bravo Zulu award (5 times) and 3M's Environmental and Safety Award in 1988.

Lou Etta is also very active in her community and church. She currently serves on the Board of Directors for the Memphis Leadership Foundation; is an A10 Fellow, Leadership Academy; is a mentor, Memphis City Schools Connect program; is a volunteer, Mid-South Red Cross Disaster Assistance Team; is a member, Mid-South Chapter of the National Society of Black Engineers and is a proud member of Delta Sigma Theta Sorority, Inc. Lou Etta has also served as Vice President of Operations, Vice President of Administration and Leaders of Tomorrow Advisor for the Memphis Chapter of the National Black MBA Association (NBMBA). On a national level for the NBMBA, she has served as a judge for the National Student Case Competition in both 2008 and 2009. She is currently an Associate Minister at New Sardis Baptist Church where she previously served as Children's Pastor for five years. She has served in numerous other leadership positions at her church where she was awarded the honor of *Woman of the Year* in 2005. For her community service and leadership, in 2005 she received *Memphis Women's Magazine's* Fifty Women that Make a Difference award.

She is the youngest of seven children. She loves to travel, cook and read. Her goal in life is to make a difference, leave a legacy and empower others.